

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Risk &amp; Safety Analyst</b>	<b>CLASS CODE:</b>	<b>379</b>
<b>REPORTS TO:</b>	<b>Risk Manager</b>	<b>GRADE:</b>	<b>27</b>
<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE: June 2, 2010 cm</b>			

### **JOB SUMMARY**

Coordinates and participates in a variety of activities and functions related to the administration of the City's risk management, self-insured workers' compensation and safety programs. Responsibilities include claims administration and audits, report preparation, and compilation of statistics, coordination of care, claim file audits safety training, job safety analysis, and compliance activities to assure a safe workplace for employees, and safe public facilities for citizens.

### **ESSENTIAL FUNCTIONS**

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Acts as the claims adjuster for all liability claims against the city.
2. Develops and maintains computerized record keeping systems and databases for all claims, Certificates of Insurance for citywide events and contracts to ensure proper coverage and protection of the City's interest.
3. Interviews witnesses to obtain necessary information and protect the city's liability; takes photographs of the scene and researches all data to obtain correct information.
4. Communicates with City employees, adjusters, attorneys, and medical care providers to investigate and determine compensability of claims. Corresponds with other cities, agencies, insurance companies and city departments to share and obtain information.
5. Coordinates the care of injured employees and functions as the City representative in addressing Workers' Compensation regulations and City policies for employees; prepares and maintains occupational injury reports, OSHA logs and Industrial Commission filings; identifies modified duty assignments for injured employees where appropriate and coordinates placement.
6. Integrates approved workers' compensation benefits with other pay supplements for which the employees may be eligible by acting as the liaison with the City Payroll and other departments.
7. Prepares various correspondence regarding the status of injured employees' medical treatment, leave policies, and related insurance information to employees, workers' compensation agencies, City staff and medical providers.
8. Conducts claim audits of Third Party Administrator (TPA) to ensure best practices.
9. Participates in workshops and training sessions to stay current with laws, court decisions, and regulations applicable to workers' compensation benefits in Arizona.
10. Conducts, monitors and records safety training of employees and supervisors. Makes presentations to employee groups and management teams.
11. Conducts annual safety inspections of city facilities and makes recommendations for correction of any deficiencies; tours job sites inspecting equipment, tools and working conditions to determine whether government and City safety regulations are being followed; conducts ergonomic evaluations of work stations
12. Assists with accident investigations and follows-up for corrective action.
13. Assists in the development and coordination of emergency evacuation plans.
14. Serves as a Risk Management representative on City departments' safety committees.
15. Responds to large loss events and/or emergencies to be present during the investigation and to assist in safety coordination activities.

## **SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

The principles, techniques, and methods of modern risk management and safety administration and loss control  
The principles associated with the provision of a safe working environment, as well as safe working practices and procedures in general  
Air monitoring and sampling equipment  
The principles of employee safety training  
OSHA, ADOSH, NFPA, ANSI and DOT safety standards  
Workers' compensation claims investigations, negotiation and settlement methods  
Appropriate medical terminology and diagnoses  
Industry related software and database products  
The insurance industry including general liability insurance and insurance technology  
Liability claims investigations, negotiation and settlement methods  
Pertinent Federal, State and Local laws, codes and regulations related to risk management, insurance and labor

### **Skill in:**

The use and care of toxic level meters, noise dosimeters, and noise level meters  
Driver safety training

### **Ability to:**

Generate statistical data and create written documents, such as letters, memos, and reports  
Interpret laws and regulations, determine appropriate courses of action, and present solutions to resolve claims and maintain confidentiality  
Effectively investigate and evaluate incidents and claims  
Interpret rules, regulations and policies and develop appropriate procedures  
Establish and maintain effective working relationships with those contacted in the course of business  
Provide training to employees and make presentations to employee groups and management teams  
Assist in administering ADOSH, DOT, and related safety standards  
Prepare, conduct and coordinate safety-related training sessions  
Identify and evaluate employee needs in relation to a safe working environment  
Communicate effectively verbally and in writing

## **WORKING CONDITIONS**

Standard office setting with occasional visits to other City locations and departments; field environment for job site inspections, accident investigations, and employee safety training.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Safety, Physical Sciences, Risk Management, Occupational Safety, Public or Business Administration or related field and two years of increasingly responsible experience in safety inspection and/or training experience, claims investigation and settlement, or workers' compensation claims management in the state of Arizona as determined by area of assignment.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona Driver's license